



# Contributing Editor

**Application Due by Friday Feb, 16, 2026.**

**PLEASE EMAIL APPLICATION TO [editor@scaddistrict.com](mailto:editor@scaddistrict.com)**

## OVERVIEW

The Contributing Editor is paid to create consistent content for District. Applicant must have strong writing skills, exceptional time management and an interest in student life.

The Contributing Editor will work with the Editorial staff but be responsible for their content on an agreed-upon deadline. At our weekly meetings, they will also pitch article ideas. They will only report directly to the Copy Chief and Editor-in-Chief.

**This is a yearly position from Spring 26- Winter 27. This position qualifies for a monthly stipend.**

### **Preferred skills include:**

- Effective leadership
- Strong time management
- Clear communication
- Experience with Adobe InDesign, Photoshop, Illustrator
- Strong writing ability
- Ability to meet tight deadlines
- Willingness to learn AP Style

## JOB RESPONSIBILITIES

Specifically, the **Contributing Editor** will do the following:

- Work two office hours in the Student Media Center per week
- Create one article per week  
Typically, this will be a written weekly column, but they will also have the ability to write other articles as they desire.
- Produce additional articles when called upon
- Assist with furnishing pitches i.e., student life, development of consistent columns and profiles
- Train and assist in the development of new columns
- Has good working knowledge of Associated Press and SCAD style.
- Attend all Wednesday Contributor Meetings and Sunday Editors meetings. Editors will notify the Editor-in-Chief at least eight hours in advance if unable to attend
- Perform outreach to recruit new contributors at least once a quarter— class visits, events, etc.
- Inform Copy Chief and Editor-in-Chief of any weeks when a column/ content is not going up on a consistent schedule
- Follow production schedule for Port City Review and Square 95's release.

## WHAT TO SUBMIT

Please submit the following in your application:

- Cover letter — clearly indicate which position you are applying for
- Three relevant portfolio examples — preferably publication design or graphic design
- Resume